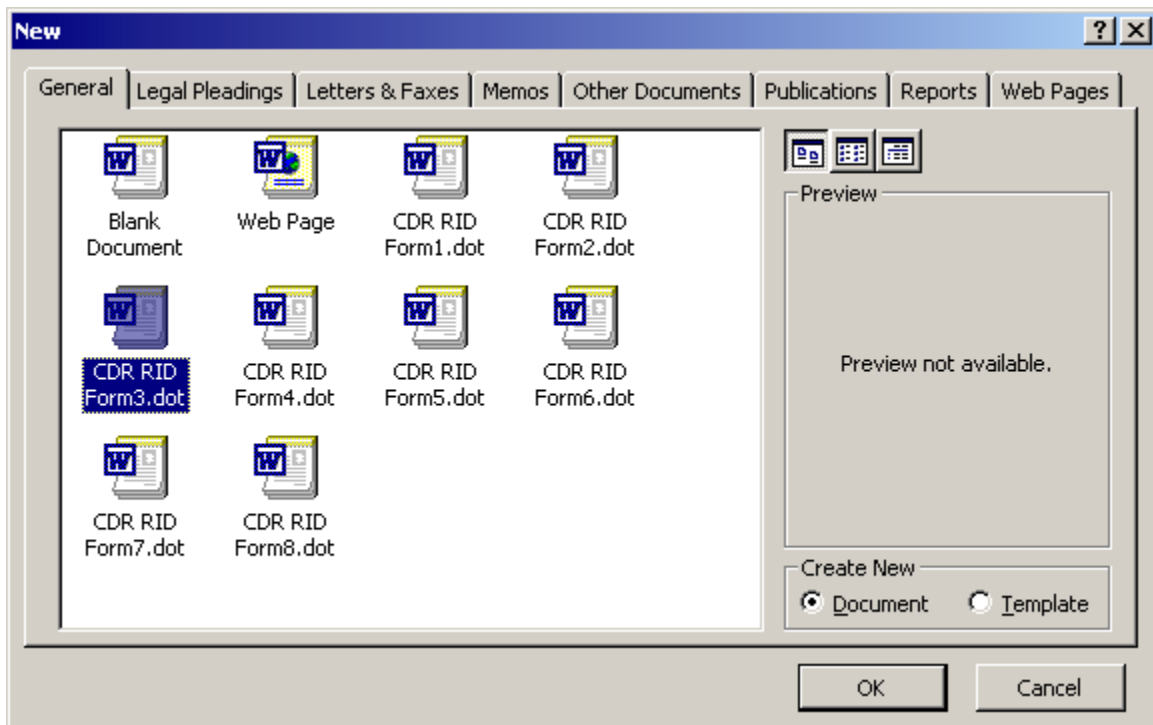


# INSTRUCTIONS FOR USING THE RID FORMS

## \*\*\*\*\*IMPORTANT\*\*\*\*\*

**Make sure that you use the correct form for the item that you are RID'ing. The forms are identified per folder number of the AMS CDR Data pack: "1" for Structural Design, "2" for Structural Analysis, "3" for Thermal Design, etc.**

Once you have downloaded the form, place it in your Microsoft Office "Templates" Folder. Then, to open the form from MS Word, from the "File" menu, select "New...". The AMS CDR RID Form icons should appear in the pop-up window as shown below...



Select the appropriate form and click "OK". (In the above example CDR RID Form3 was selected for writing a RID against an item in the "Thermal Design" section.) The form will open and you can enter the applicable information on the form using MS Word.

**DO NOT** enter information in the boxes labeled "RID NO." and "Team Tracking No." AMS will assign unique tracking numbers as RIDs are received. Be sure to enter the "Initiator's Name" and "Mail Code/Phone/Extension" in the appropriate spaces on the form and include a "RID Title" on the line provided. Also provide "Description of the Problem", "Recommendation", and "Impact if Recommendation not Implemented".

**Save each completed AMS CDR RID Form with a unique file name (i.e. mffohey1, mffohey2, etc.).**

**E-mail completed STS-related RIDs to J.J. Conwell [jervy.j.conwell@nasa.gov](mailto:jervy.j.conwell@nasa.gov)**

**E-mail completed ISS-related RIDs to Bob Miley [robert.r.miley@boeing.com](mailto:robert.r.miley@boeing.com)  
and cc Mike Fohey [michael.f.fohey@lmco.com](mailto:michael.f.fohey@lmco.com)**

**If you have questions or problems with the Forms, please contact Mike Fohey at the above e-mail address or call him at 281-335-2783.**